

Send comments to [Eric.Morrow@ky.gov](mailto:Eric.Morrow@ky.gov) by April 17, 2006.  
The e-mail subject line should be "Assessment".

DRAFT 3-28-06

## Assessment

### ASSESSMENT PROCEDURES

- Adult educators must meet all vendor training requirements before administering assessments.
- Assessment instruments shall be administered in a proctored environment and in accordance with vendor and KYAE assessment guidelines.
- Adult educators should consult [PDtrack](#) for KYAE training on assessments.

### ASSESSMENT ACCOMMODATIONS

- Reasonable accommodations for assessment shall be provided to students when:
  - a. The student has disclosed the presence of a disability and has provided documentation by a qualified professional of eligibility for accommodations under the provisions of the Americans with Disabilities Act (ADA)/Section 504.
  - b. An informal assessment/screening has resulted in a determination that accommodations are warranted.
- Accommodated assessments shall be in compliance with the fiscal agent's policies and procedures regarding accommodations.
- Accommodated assessments shall be in compliance with test publisher recommendations.
- Typical assessment accommodations for students with a documented disability include large print, extended time, audio-cassette, calculator for math, private room and break time.
- The accommodation must be specific to the disability and address only the documented functional limitations. Adult educators should note that inappropriate accommodations may lead to inaccurate test results.